



SITE PLAN APPLICATION AND CHECKLIST

\$500 Filing Fee
(Minor Site Plan \$250)

Review Process

1. In order to expedite processing of your application, **it is recommended that you conduct a preliminary review of the proposed site plan** with the Divisions listed on the attached checklist prior to submitting this application. Your preliminary review may be conducted by phone, fax, or in person.
2. **For general site plan information contact Development Services at (325) 676-6382.** Site plans shall be drawn professionally using a standard engineering scale and be clearly defined and dimensioned. They may be submitted on a maximum of three sheets, no larger than 24 inches by 36 inches. Additionally, an electronic version in PDF format shall be required as part of the submission. Site plan drawings may be assembled from construction drawings if all required information is provided and information not required by the site plan is kept to a minimum.
3. **Submit 3 paper copies** of the site plan, with the **\$500.00 application fee (\$250 for minor site plan)**, and **an electronic version in PDF format** to Development Services by any Friday at 5:00 p.m. The electronic PDF version can be emailed to ben.bryner@abilenetx.com or brad.stone@abilenetx.com or submitted on a CD along with submitting the paper copies. The site plan will be reviewed by the Site Plan Committee the following Wednesday and written comments regarding the site plan will be available the following Friday. Comments may be picked up in Room 100 at City Hall, or they can be mailed, faxed, or emailed to the applicant.
4. **After receiving the Committee's Report, the site plan must be corrected or modified accordingly.** The comments in the "Required Corrections" portion of the Site Plan Report must be addressed visibly on the site plan before it can be approved. The comments in the "Notes" portion of the Report are for your information only and are not required to be shown on the site plan.
5. **Return 4 paper copies and an electronic version in PDF format of the corrected or amended site plan** for final approval and permanent recording. This must be done before a Building Permit can be issued.

Minor Site Plans

A site plan will be considered minor if it meets all of the following criteria:

- a. No change in use
- b. No increase in traffic or business activity
- c. No violation of height and placement standards
- d. New structures are less than 50% of the area of existing structures and less than 50% of the value of existing structures
- e. No more than 5,000 square feet of new impervious area is created

OR

The structure is to be open-sided covered parking over existing parking on a hard surface.

Minor site plans will be subject to review by the Site Plan Committee, but will generally be exempt from any requirement to bring unassociated site elements in to conformance with current standards.

Other Factors

Following is a list of other factors that may affect consideration of your site plan. If the box has been checked, staff has determined that the respective requirement does apply. These factors should be verified with the applicable City Department prior to the submission of a site plan and completed application.

- ☐ The property covered by the site plan is not properly platted (i.e., unplatted, remainder, etc.). A final plat must be approved prior to final review of the subject site plan. (Planning)
- ☐ The proposed use of the property is not permitted by the current zoning of the property. Either the use or the zoning must be changed before final review of the subject site plan. (Planning)
- ☐ The site plan encompasses a public easement or right-of-way, which must be closed or abandoned before final review of the subject site plan. (Planning)
- ☐ The site plan includes property that lies within a designated floodway and therefore must receive a Floodway Development Permit prior to final review. (Stormwater Utility)
- ☐ The proposed site plan includes property that does not have an approved Drainage Plan. An approved Drainage Plan is required before review of the subject site plan. (Stormwater Utility)

Additional Permits

Besides the specified requirements above, additional permits for proposed site improvements may include:

- Driveway approach, Sidewalk, Curb, and Gutter Permit (Engineering)
- Street Use License for any encroachment into street right-of-way (Public Works Administration)
- Sign Permit (Planning)
- Screening Wall or Fencing Permit if taller than 7 feet (Planning)
- Stormwater construction site permit (TCEQ) (Floodplain Management)
- Building Permits

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<u>Staff Use Only</u>	
Case No. _____	Receipt No. _____
Property Owner: _____ Agent: _____	
Mailing Address (circle one) Owner/Agent: _____ _____	
Phone Number (circle one) Owner/Agent: _____	
Return comments by:	
<ul style="list-style-type: none">▪ Fax – ATTN: _____ Number: _____▪ Mail▪ Email – Email Address: _____▪ In person: City Hall, Development Service Center	
Proposed Location: _____	
Street Address Requested _____	
Proposed Use: _____	

The following requirements must be noted on the site plan or it will not be reviewed

Please contact the corresponding City Office for assistance

Planning and Zoning – (325) 676-6382

- a. The legal description of the property.
- b. The proposed use of site per the permitted use table in Section 2.4.2.1.
- c. The required number of parking spaces per the permitted use table in Section 2.4.2.1 and the number of parking spaces provided.
- d. The location and dimensions of all boundary lines for the subject property.
- e. Location and width of easements within or adjacent to the subject property.
- f. The location and square footage of all buildings on the property. Provide dimensions between proposed buildings and boundary lines of subject property.
- g. Overall height of proposed structures.
- h. General North arrow, standard engineering scale, and graphic scale.
- i. General Landscaping Plan compliant with the requirements of Section 4.2.2.
- j. Location and width of existing, proposed, and required sidewalks.

Continued...

Water Utilities – (325) 676-6425

- a. Location, type, and size of all water and sewer mains.

Traffic Engineering – (325) 676-6281

- a. The name, location, and width of all platted streets, alleys, and parkways within or adjacent to the subject property.
- b. Location and dimensions of all off-street parking spaces (standard and handicap accessible), vehicle maneuvering areas, and truck loading facilities (if required).
- c. Show the Texas Accessibility Standard accessible path.
- d. Location and dimensions of all driveways. Dimensionally tie driveways to property corners and label as existing or proposed. Note on the site plan if any existing driveways are to be closed.
- e. Surface of all parking and maneuvering areas.

Floodplain Management– (325) 676-6281

- a. Finished ground floor elevations (mean sea level).
- b. Benchmark elevation (mean sea level).
- c. Notation of regulatory flood hazard or floodway boundary.
- d. Types of surfaces not under roof, existing and proposed.

Fire – (325) 676-6414

- a. Location of nearest fire hydrants and their distance from proposed structure.
- b. Designation of required fire lanes.

Refuse Collection – (325) 676-6053

- a. Location of refuse collection facilities. Must provide clear ingress/egress for collection service. Please contact the Solid Waste Services Department for location requirements and other design standards.

GIS/Addressing – (325) 676-6239

- a. Indicate the front of the building in order to determine proper address and setback requirements.